



FY 2015 CDBG REQUEST FOR PROPOSAL (RFP) MANDATORY WORKSHOP SCHEDULE

Public Services Projects AND Community/Economic Development Projects:

War Memorial Building Location	Date	Sign- In	Workshop
Room 3	Wednesday, January 15, 2014	8:30 AM – 9:00 AM	9:00 AM – 11:00 AM
Room 3	Wednesday, January 15, 2014	11:30 AM – 12:00 PM	12:00 PM – 2:00 PM

Capital Improvement Projects (CIPs):

War Memorial Building Location	Date	Sign- In	Workshop
Room 3	Thursday, January 16, 2014	8:30 AM – 9:00 AM	9:00 AM – 11:00 AM
Room 3	Thursday, January 16, 2014	11:30 AM – 12:00 PM	12:00 PM – 2:00 PM

Location:

All workshops will be held at: [War Memorial Auditorium](#) (Balboa Park); Room 3
3325 Zoo Drive
San Diego, CA 92101

All Qualified CDBG applicants are required to attend ONE session of the Mandatory FY 2015 CDBG RFP Workshops. There will be workshops specific to Public Service and Community/Economic Development projects and workshops specific to CIP projects. Applicants must attend the workshop that is specific to each proposed project type. **If an agency intends on submitting multiple RFPs for different CDBG project types, then attendance at each project type workshop is required.**

In order to accommodate all agencies, participation will be limited to **2 attendees per agency** for each RFP: Fiscal Lead and Program/RFP Lead. Applicant personnel who will be designated on the RFP in these positions are required to attend the workshops. One-on-one Technical Assistance sessions will be available, upon request, after the RFP is released.

All attendees must sign in and provide the proposed project name and agency affiliation as it will appear on the RFP. Confirmation of mandatory attendance will be based on the sign-in sheets. Workshops will start promptly at the times listed. Please note late or early-departing attendees will be noted on CPAB's RFP review material.

All agencies must submit an RSVP confirmation to the CDBG Program's e-mail (CDBG@sandiego.gov) and provide the following information prior to the applicable workshop session:

- Applicant Agency name and name and title of each attendee;
- Name of the project (per the RFP); and,
- Workshop date and select the morning session OR the afternoon session